



March 1, 2004

Gerald G. Friedel, P.E.  
Michael R. Wigley, AIA  
Randy B. Duplchain, P.E.  
Charles R. Woodward, Jr., LS  
Jo Anne Williams, P.E.  
Charles A. Hauser, P.E.

Dorothy Morris  
Office of State Planning  
540 S. DuPont Highway, Suite 7  
Dover, DE 19901

Subject: City of Milford 2004 PLUS Application and Attachments  
DBF Project No. 052A123A

Dear Dorothy,

On February 5, 2004, representatives from the City of Milford and Davis, Bowen & Friedel, Inc., met with David Edgell and Ann Marie Townshend, Office of State Planning, to review the Comprehensive Plan Checklist.


At that meeting sections of the City's Comprehensive Plan to be amended were agreed upon as follows:

- Population Projections
- Annexation, including Analysis of Surrounding Land Uses and Annexation Plan
- Community Development Strategy and Community Design Plan
- Land Use Plan
- Infrastructure and Utilities, including Water, Wastewater and Transportation Plan
- Government Services, Community Facilities and Recreation Plans

Most of the maps included in the current City of Milford Comprehensive Plan will also be updated.

We have attached two maps for your information regarding this preliminary meeting. One map is a general overview of transportation corridors showing the new areas of potential expansion in "green clouds". The second is the 1997 State Strategies map, again showing the new areas of potential expansion of city services.

Sincerely,

  
K. Elizabeth Brown, P.G.  
Associate

Attachments

Copy w/o attachments: Karen Brittingham, Milford Planning

G:\KEB\pgb\Milford\CP\Docs\Covr\Coverltr D Morris3-1-04

TO: PLUS Reviewers

FROM: David Edgell, State Planning Office

RE: City of Milford Comprehensive Plan Amendment

DATE: March 8, 2004

---

The application from the City of Milford involves a potential amendment to their comprehensive plan. Since Milford's plan was certified on February 25, 2003 the City has received numerous requests for annexation that are located beyond the annexation area in their plan. The City is currently in the early stages of reevaluating their comprehensive plan in order to determine the viability and desirability of annexing additional territory. Our office has suggested that the City participate in the PLUS review process early for this plan amendment project in order to receive agency comments in a coordinated fashion. Both the City and our office feel that this will help them as they are working through their planning process at the local level.

The materials the City submitted were very conceptual in nature. I have met with City officials and their consultants several times, and in those meetings we have discussed the proposed annexations in more detail than is presented in their PLUS application. I presume that the City and their consultants will give us a thorough briefing at the PLUS meeting. However, I would like to share with you some points which might help you as you review this application prior to the meeting:

1. The map submitted shows some areas which look like forests or bubble diagrams. These areas are intended to show the general areas where the City has received annexation requests. It is my understanding that the City is considering these areas as it chooses the extents of their new annexation area for their plan amendment. Any comments your agency has about potential municipal annexation or future development within these areas will be appreciated.
2. Most of the lands which have requested annexation will be for residential land uses. However, I am aware of one property owner south of Milford in the vicinity of Routes 30 and 1 that is interested in commercial land use. The intensity of this commercial use is not known at this time, but could range from a "community" commercial use such as a shopping center with a supermarket, to a "regional" commercial use such as a large mall. Any concerns or insights your agency might have about residential or commercial uses in any of these areas is appropriate for discussion at the PLUS meeting.
3. The City intends to undertake studies of their municipal administrative and utility capacities in order to prepare for these potential annexations. I presume they will be willing to discuss these studies in more detail at the PLUS meeting.

**Please note that these comments are my recollections from meetings that I have attended over the past several months. The items in this memo may or may not reflect Milford's current plans regarding annexation or their plan amendment.**

The conceptual nature of their submission to the PLUS process indicates to me that the City is interested in hosting an open minded discussion of the broad issues surrounding their plan amendment before they draft anything more specific for us to review. I hope this information is helpful to you all as you prepare for the meeting. Please do not hesitate to call me at (302) 739-3090 if you have any further questions about this agenda item.

## Preliminary land Use Service (PLUS)

Delaware State Planning Coordination

540 S. DuPont Highway • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-6958

Please complete this "PLUS application in its entirety. **All questions must be answered. If a question is unknown at this time or not applicable, please explain.** Unanswered questions on this form could lead to delays in scheduling your review. This form will enable the state staff to review the project before the scheduled meeting and to have beneficial information available for the applicant and/or developer at the time of review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090. Possible resources for completing the required information are as follows:

[www.state.de.us/planning](http://www.state.de.us/planning)  
[www.dnrec.state.de.us/dnrec2000/](http://www.dnrec.state.de.us/dnrec2000/)  
[www.dnrec.state.de.us/DNRECeis/](http://www.dnrec.state.de.us/DNRECeis/)  
[datamil.udel.edu/](http://datamil.udel.edu/)  
[www.state.de.us/deptagri/](http://www.state.de.us/deptagri/)

1. Project Title/Name: **2004 Amendment of the Comprehensive Plan**

2. Location: **Milford, Kent and Sussex Counties, Delaware**

3. Parcel Identification #: **N/A, see attached PDF maps**

4. County or Local Jurisdiction Name: **City of Milford**

5. Owner's Name: **City of Milford**

Address: **201 South Walnut St.**

City: **Milford**

State: **DE**

Zip: **19963**

Phone: **(302) 422-6616**

Fax:

Email:

6. Applicant's Name: **Richard Carmean, City Manager, City of Milford**

Address: **As Above**

City:

State:

Zip:

Phone:

Fax:

Email:

7. Engineer/Surveyor Name: **Elizabeth Brown, P.G., Davis, Bowen, & Friedel, Inc.**

Address: **23 North Walnut Street**

City: **Milford**

State: **DE**

Zip: **19963**

Phone: **(302) 424-1441**

Fax: **(302) 424-0430**

Email: **keb@dbfinc.com**

8. Please Designate a Contact Person, including phone number, for this Project: **Elizabeth Brown (302) 424-1441**

<b>Information Regarding Site:</b>		
9. Area of Project(Acres +/-): <b>16,150 ac. surrounding the City, within the Greater Milford Area</b>		
10. According to the State Strategies Map, in what Investment Strategy Level is the project located? <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Developing <input type="checkbox"/> Environmentally Sensitive <input checked="" type="checkbox"/> Secondary Developing <input checked="" type="checkbox"/> Rural		
11. If this property has been the subject of a previous LUPA or PLUS review, please provide the name(s) and date(s) of those applications." <b>2003 Comprehensive Plan certified in March 2003.</b>		
12. Present Zoning: <b>N/A</b>	13. Proposed Zoning: <b>N/A</b>	
14. Present Use: <b>Various</b>	15. Proposed Use: <b>Various</b>	
16. If known, please list the historical and former uses of the property, and any known use of chemicals or hazardous substances: <b>N/A</b>		
17. Comprehensive Plan recommendation: <b>Certified Plan requires amendment to correct and update maps, revise Land Use and Annexation Plans.</b> If in the County, which area, according to their comprehensive plan, is the project located in: New Castle <input type="checkbox"/> Kent <input checked="" type="checkbox"/> Sussex <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Inside growth zone <input type="checkbox"/> Town Center <input type="checkbox"/> Suburban reserve <input type="checkbox"/> Outside growth zone <input type="checkbox"/> Developing <input type="checkbox"/> Other <input type="checkbox"/> Environ. Sensitive Dev. District <input type="checkbox"/> Low Density <input type="checkbox"/>		
18. Water: <input type="checkbox"/> Central (Community system) <input type="checkbox"/> Individual On-Site <input checked="" type="checkbox"/> Public (Utility) Service Provider Name: <b>City of Milford</b>  What is the estimated water demand for this project?  How will this demand be met? <b>Currently under review through Water Facilities Planning Study</b>		
19. Wastewater: <input type="checkbox"/> Central (Community system) <input type="checkbox"/> Individual On-Site <input checked="" type="checkbox"/> Public (Utility) Service Provider Name: <b>City of Milford/Kent County WWTP</b>		
20. If a site plan please indicate gross floor area: <b>N/A</b>		
21. If a subdivision: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Mixed Use		
22. If residential, indicated the number of number of Lots/units: Gross Density of Project: Net Density  Gross density should include wetlands and net density should exclude wetlands, roads, easements, etc..		

23. If residential, please indicate the following:

Number of renter-occupied units:

Number of owner-occupied units:

Target Population (check all that apply):

Renter-occupied units

☐ Family

☐ Active Adult (check only if entire project is restricted to persons over 55)

Owner-occupied units

☐ First-time homebuyer – if checked, how many units

☐ Move-up buyer – if checked, how many units

☐ Second home buyer – if checked, how many units

☐ Active Adult (Check only if entire project is restricted to persons over 55)

24. Present Use: % of Impervious Surfaces:  
Square Feet:

Proposed Use: % of Impervious Surfaces:  
Square Feet:

25. What are the environmental impacts this project will have?

How much forest land is presently on-site?

How much forest land will be removed?

Are there known rare, threatened, or endangered species on-site? ☐ Yes ☒ No

Is the site in a sourcewater (for example, an excellent groundwater recharge) protection area? ☐ Yes ☐ No

Does it have the potential to impact a sourcewater protection area? ☐ Yes ☐ No

26. Is any portion of construction located in a Special Flood Hazard Area as defined by the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM)? ☐ Yes ☐ No

Will this project contribute more rainwater runoff to flood hazard areas than prior to development? ☐ Yes ☐ No If "Yes," please include this information on the site map.

27. Are there any wetlands, as defined by the U.S. Army Corps of Engineers or the Department of Natural Resources and Environmental Control, on the site? ☐ Yes ☐ No

Are the wetlands: ☐ Tidal Acres

☐ Non-tidal Acres

If "Yes", have the wetlands been delineated? ☐ Yes ☐ No

Has the Army Corp of Engineers signed off on the delineation? ☐ Yes ☐ No

Will the wetlands be directly impacted and/or do you anticipate the need for wetland permits? ☐ Yes ☐ No If "Yes", describe the impacts:

Will there be ground disturbance within 100 feet of wetlands ☐ Yes ☐ No

28. Are there streams, lakes, or other natural water bodies on the site? ☐ Yes ☐ No

If the water body is a stream, is it: ☐ Perennial (permanent) ☐ Intermittent ☐ Ephemeral (Seasonal)

If "Yes", have the water bodies been identified? ☐ Yes ☐ No

Will there be ground disturbance within 100 feet of the water bodies ☐ Yes ☐ No If "Yes", please describe :

<p>29. Does this activity encroach on or impact any tax ditch, public ditch, or private ditch (ditch that directs water off-site)?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, please list name:</p>
<p>30. List the proposed method(s) of stormwater management for the site:</p> <p>Define the anticipated outlet location(s) for stormwater generated by the site (for example, perennial stream, tax ditch, roadside swale, storm drain system, infiltration, etc.):</p> <p>Will development of the proposed site create or worsen flooding upstream or downstream of the site?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>31. Is open space proposed?   <input type="checkbox"/> Yes    <input type="checkbox"/> No    If "Yes," how much?                      Acres                      Square Feet</p> <p>What is the intended use of the open space (for example, active recreation, passive recreation, stormwater management, wildlife habitat, historical or archeological protection)?</p> <p>Where is the open space located?</p> <p>Are you considering dedicating any land for community use (e.g., police, fire, school)?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>32. Does it border existing natural habitat or preserved (for example, an agricultural preservation district or protected State Resource Area) land?   <input type="checkbox"/> Yes    <input type="checkbox"/> No    If "Yes," what are they?</p>
<p>33. Is any developer funding for infrastructure improvement anticipated?   <input type="checkbox"/> Yes    <input type="checkbox"/> No    If "Yes," what are they?</p>
<p>34. Are any environmental mitigation measures included or anticipated with this project?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Acres on-site that will be permanently protected</p> <p>Acres on-site that will be restored</p> <p>Acres of required wetland mitigation</p> <p>Stormwater, erosion and sediment control, and construction best management practices (BMPs) that will be employed</p> <p>Buffers from wetlands, streams, lakes, and other natural water bodies</p>
<p>35. Has any consideration been given to nuisance species (for example, mosquitoes or Canada geese)?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>36. Will this project generate additional traffic?   <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>How many vehicle trips will this project generate on an average weekday? A trip is a vehicle entering or exiting. If traffic is seasonal, assume the peak season</p> <p>What percentage of those trips will be trucks, excluding vans and pick-up trucks?</p>
<p>37. If the project will connect to public roads, please specify the number and location of those connections. Please describe those roads in terms of number of lanes, width (in feet) of the lanes and any shoulders.</p>

<p>38. Is any of the project's road frontage subject to the Corridor Capacity Preservation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>39. Please list any locations where this project physically could be connected to existing or future development on adjacent lands and indicate your willingness to discuss making these connections.</p>
<p>40. Are there existing or proposed sidewalks? <input type="checkbox"/> Yes <input type="checkbox"/> No; bike paths <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">Is there an opportunity to connect to a larger bike/pedestrian network? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>41. Is this site in the vicinity of any known historic/cultural resources or sites <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">Has this site been evaluated for historic and/or cultural resources? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">Will this project affect, physically or visually, any historic or cultural resources? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">If "Yes," please indicate what will be affected (Check all that apply)</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Buildings/Structures (house, barn, bridge, etc.)  <input type="checkbox"/> Sites (archaeological)  <input type="checkbox"/> Cemetery         </div> <p style="margin-left: 40px;">Would you be open to a site evaluation by the State Historic Preservation Office? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>42. Are any federal permits, licensing, or funding anticipated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>43. Will this project generate any solid waste or require any special permits within State agencies to the best of your knowledge?  <input type="checkbox"/> Yes <input type="checkbox"/> No              If yes, please List them:</p>
<p>44. Please make note of the time-line for this project: <b>Attached</b></p>
<p>I hereby certify that the information on this application is complete, true and correct, to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Signature of property owner or contract buyer</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px; display: flex; align-items: center; justify-content: center;"> </div> </div> <div style="width: 45%; text-align: right;"> <p>Date</p> <p style="margin-top: 20px;">_27 Feb 04</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Signature of Person completing form (If different than property owner)</p> </div> <div style="width: 45%; text-align: right;"> <p>Date</p> </div> </div>
<p>This form should be returned to the Office of State Planning electronically at <a href="mailto:Dorothy.morris@state.de.us">Dorothy.morris@state.de.us</a> along with an electronic copy of any site plans and development plans for this site. Site Plans, drawings, and location maps should be submitted as image files (JPEG, GIF, TIF, etc.) or as PDF files. GIS data sets and CAD drawings may also be submitted. A signed copy should be forwarded to the Office of State Planning, 540 S. DuPont Highway, Ste. 7, Dover, DE 19901. Thank you for this input. Your request will be researched thoroughly. <b>Please be sure to note the contact person</b> so we may schedule your request in a timely manner.</p>





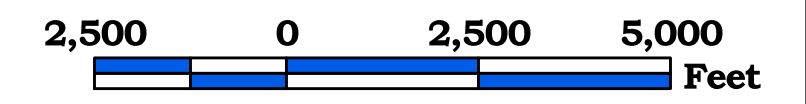
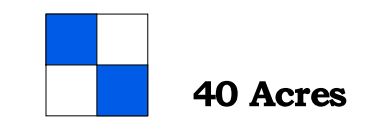
**- City of Milford -  
Kent and Sussex  
Counties**

**2004  
AMENDMENT  
of the  
COMPREHENSIVE  
PLAN**

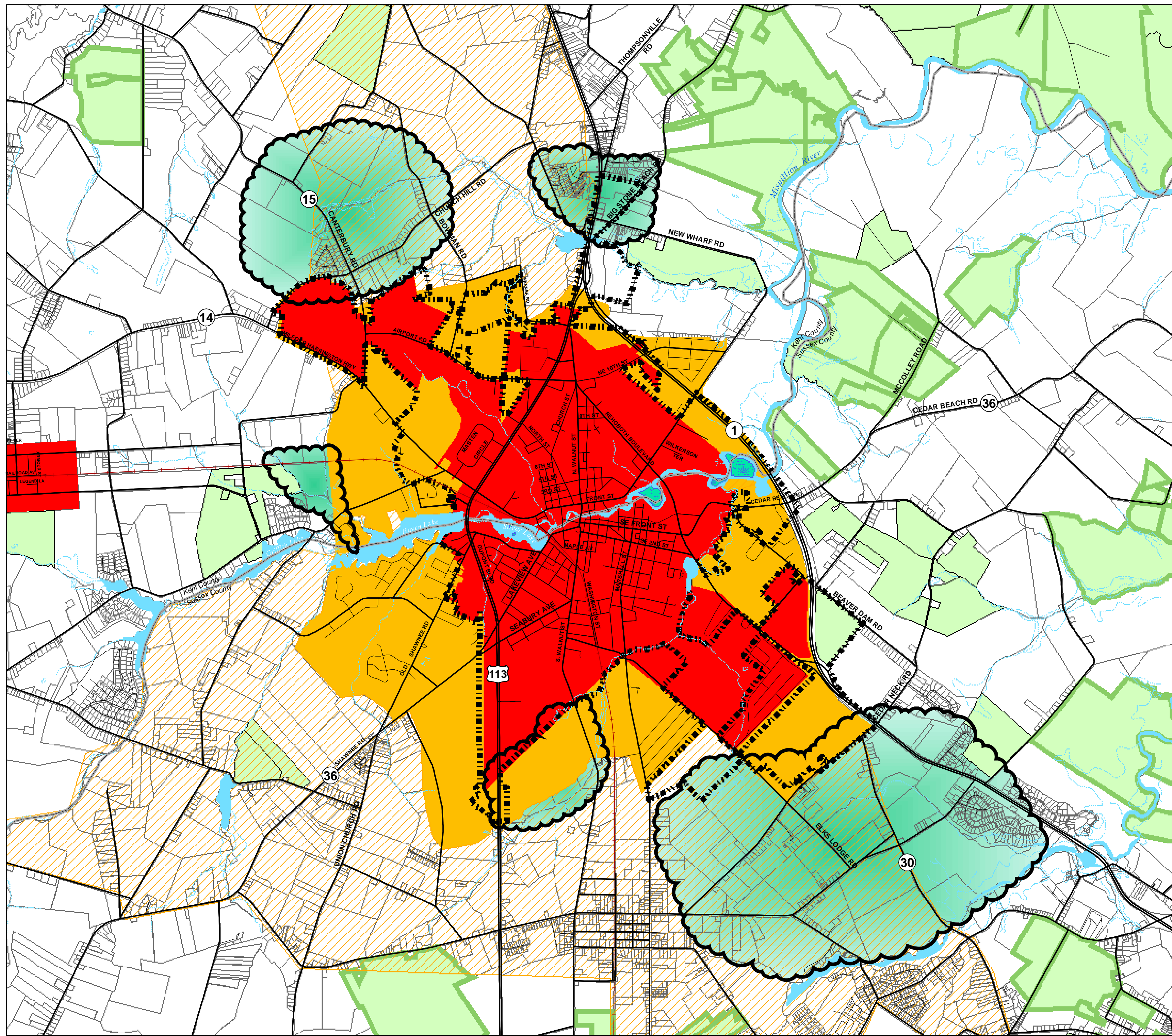
**PRELIMINARY  
PLUS REVIEW  
March 2004**

**STATE STRATEGIES  
Legend**

- PLUS Amendment Areas
- State Strategies (under Revision)**
  - Community
  - Developing Area
  - Environmentally Sensitive
  - Secondary Developing Area
  - Rural
- Agricultural Preservation**
  - 2004 Purchase Development Rights
  - 2004 Agricultural District



This drawing has been prepared, in part, based on public-domain information furnished by others. While this information is believed reliable for conceptual planning purposes, Davis, Bowen & Friedel, Inc., cannot verify its accuracy and assumes no responsibility for any errors or omissions incorporated into it.



Notes: 1) Areas of Traffic Congestion based on Draft July 1997 Sussex County Comprehensive Plan  
 2) Tax Parcel outlines based on GIS data available through Kent and Sussex Counties, circa 1997, with modification through the City of Milford GIS projects.  
 3) Framework data courtesy of DNREC, DelDOT, DGS, and the Delaware Geographic Data Committee, various releases.





- City of Milford -  
Kent and Sussex  
Counties

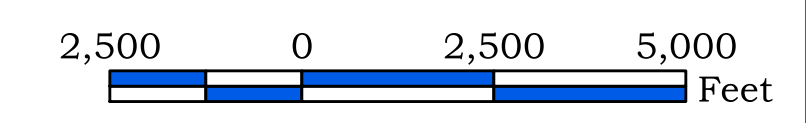
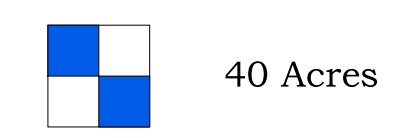
# 2004 AMENDMENT of the COMPREHENSIVE PLAN

PRELIMINARY  
PLUS REVIEW  
March 2004

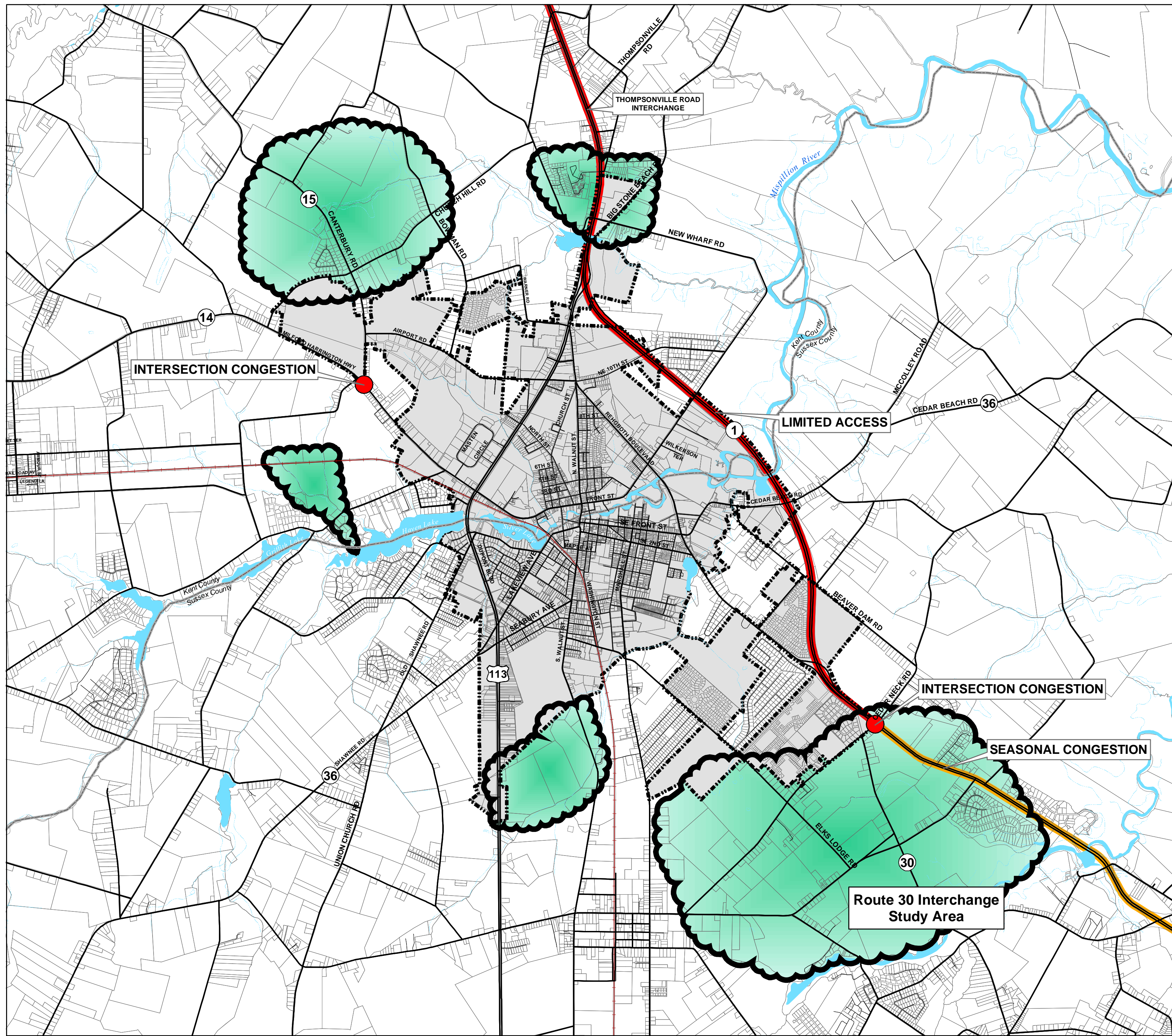
## TRANSPORTATION

### Legend

- PLUS Amendment Areas
- Milford City Limits
- CONGESTED INTERSECTION
- LIMITED ACCESS
- SEASONAL CONGESTION



This drawing has been prepared, in part, based on public-domain information furnished by others. While this information is believed reliable for conceptual planning purposes, Davis, Bowen & Friedel, Inc., cannot verify its accuracy and assumes no responsibility for any errors or omissions incorporated into it.



Notes: 1) Areas of Traffic Congestion based on Draft July 1997 Sussex County Comprehensive Plan  
2) Tax Parcel outlines based on GIS data available through Kent and Sussex Counties, circa 1997, with modification through the City of Milford GIS projects.  
3) Framework data courtesy of DNREC, DelDOT, DGS, and the Delaware Geographic Data Committee, various releases.



# CITY OF MILFORD PLANNING UPDATE

	2004	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	Cost Estimate	Potential Grant Monies
CITY OF MILFORD	Milford Council	9th	22nd	26th			26th final				
	Milford P & Z	17th	16th	20th	18th	21st	20th final				
Water Facility Plan	Water Engineering Study Submit to State									\$24,000	\$12,000
Wastewater Facility Plan	Wastewater Engineering Study Submit to State									\$40,000	\$20,000
Planning Coordination	Notice of Intent to Plan State Planning - PLUS submission 1st PLUS meeting - Preliminary 18th  Kent Co. Planning Comm. 13th Kent Co. Levy Court mtg 20th or 25 (20th Committee mtg/27th business mtg.)  Sussex County Council 4th, 11th, 18th or 25th  Final input from City & the Public prior to Final State submission 30th										
Comprehensive Plan (incorporates elements presented above)	Transportation Study On going meetings with DelDOT-City-Developers  Submit Comprehensive Plan to State for PLUS review 1st PLUS meeting - FINAL 19th Receive State comments from PLUS review 30th									\$38,000	\$10,000
	TOTAL COST									\$102,000	